

DD/S 64-5069


MEMORANDUM FOR: Director of Logistics

SUBJECT : Chauffeurs' Overtime

1. As you know, the implementation of the President's economy program has caused us to take a great many actions to eliminate activities and reduce services to the absolute minimum consistent with continuing the effective operation of the Agency. We have required that senior supervisors take action to increase productivity, to strengthen supervision and otherwise to apply effective principles of management to the utilization of the human resources of the Agency. We have found it necessary to take many actions affecting the normal benefits of our employees throughout the world, at the same time expecting that they will continue to perform up to the maximum level of their capability and even improve their over-all level of performance.

2. Several months ago in implementation of policy announced by the Bureau of the Budget, the Director of Central Intelligence issued a directive requiring a twenty-five per cent reduction in the rate of overtime worked and paid in the Agency throughout the world. In continually striving to reach that objective, the Executive Director-Comptroller has recently directed my attention to the amount of overtime worked by and paid to Agency chauffeurs. In exploring this further, I find that the assigned drivers are scheduled for an average of two to three hours' overtime daily. In discussing this question with the other senior officers of the Agency to whom these services are furnished, I am unable to find adequate justification, in consideration of the over-all Government economy program, for a continuation of the liberal use of overtime to which we have been accustomed in the past.

3. Accordingly, you will take the action necessary to revise the work schedules for the chauffeurs as shown below, with the understanding that additional hours may be worked to satisfy individual requirements of the officers concerned on particular occasions when they may request that their chauffeur be available.

<u>OFFICE</u>	25X1A9a <u>DRIVER</u>	<u>HOURS</u>
Ex. Dir.		0830 to 1700
DD/P		0730 to 1830
DD/S		0830 to 1700
DD/I		0830 to 1730
DD/S&T		0830 to 1700
D/DCL/NIFE		0830 to 1700

L. K. White
L. K. White
Deputy Director
for Support

cc: Ex. Dir.
DD/P
DD/I
DD/S&T
D/DCL/NIFE